



OSI CASE # \_\_\_\_\_

**OFFICE OF SPECIAL INVESTIGATIONS (OSI)**  
65 COURT STREET - ROOM 922  
BROOKLYN, NY 11201  
PHONE - 718-935-3800

**ALLEGED CORPORAL PUNISHMENT AND/OR VERBAL ABUSE**  
**REPORT OF INVESTIGATION**

Date of Report: \_\_\_\_\_ OSI Case Number: \_\_\_\_\_

**SUBJECT EMPLOYEE'S INFORMATION**

Name: \_\_\_\_\_ File Number: \_\_\_\_\_

Position: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

Home Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ License(s): \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_ Boro: \_\_\_\_\_ Region: \_\_\_\_\_

Years of Service: \_\_\_\_\_

Tenured: \_\_\_\_\_ Prob: \_\_\_\_\_ CPT: \_\_\_\_\_ PPT: \_\_\_\_\_ Per Diem: \_\_\_\_\_

**EMPLOYEE HISTORY**

Prior adverse ratings/actions Yes  No  If yes, explain, including date(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Previous allegations of corporal punishment or verbal abuse Yes  No  If yes, explain, including date(s) and report numbers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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**STUDENT (COMPLAINANT/VICTIM) INFORMATION** (additional information/victims may be memorialized on a separate sheet(s), which must be attached to this document before its submission)

Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Age: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Has student made prior allegations?

If yes, explain, including date(s) and report number(s)

Yes

No

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Narrative of student performance (conduct, etc.):

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**PARENT/GUARDIAN CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

Date Parent/Guardian Notified of Incident: \_\_\_\_\_

School Staff Member Who Notified Parent: \_\_\_\_\_



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**INCIDENT**

**IF STUDENT AND/OR STAFF MEMBERS MADE WRITTEN STATEMENTS, COPIES OF THOSE STATEMENTS MUST BE ATTACHED TO THIS FORM**

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Description of alleged incident: \_\_\_\_\_

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After reviewing the statements and evaluating the credibility of the alleged victim, the witnesses, and the subject of this investigation, I have concluded that the following occurred: (If necessary, additional information can be included on a separate sheet(s) of paper, which must be attached)

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**ACTION TAKEN**

The following information must be provided.

\_\_\_\_\_ The allegation(s) were unsubstantiated (i.e., not substantiated).

\_\_\_\_\_ The allegation(s) of verbal abuse were substantiated.

\_\_\_\_\_ The allegation(s) of verbal abuse were substantiated and the conduct constitutes a material act of verbal abuse in that the language:

1. Has or would have the effect of unreasonably and substantially interfering with the student's educational performance or ability to participate in or benefit from an educational program, school sponsored activity or



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any other aspect of a student's education; or

- 2. Has or would have the effect of unreasonably and substantially interfering with the student's mental, emotional, or physical well being; or
- 3. Reasonably causes or would reasonably be expected to cause the student to fear for his/her physical safety; or
- 4. Reasonably causes or would reasonably be expected to cause physical injury or emotional harm to the student.

\_\_\_\_\_ The allegation(s) of corporal punishment were substantiated.

\_\_\_\_\_ The allegation(s) were not substantiated,, but the subject is found to have exercised poor judgment.

**STOP:** Please submit pages 1-3 of this document to your assigned Senior Field Counsel (SFC) for review. If disciplinary action is to be taken, it can be taken only after your SFC has reviewed all of the required documentation and deems the investigation complete.

*Please note: In all cases where an allegation of corporal punishment and/or verbal abuse has been substantiated or where it has been concluded that poor judgment was exercised, disciplinary action or appropriate follow-up action must be taken.*

**TENURED SUBJECTS**

The subject is a \_\_\_\_\_ tenured teacher \_\_\_\_\_ tenured administrator

If an allegation of misconduct is substantiated against a tenured teacher or tenured administrator, the punishment may include letter of reprimand to the subject's personnel file, **and/or charges under State Education Law §3020-a**. If, after consultation with your assigned Senior Field Counsel, it has been determined that §3020-a charges might be warranted because of the serious or repetitive nature of the misconduct, or other factors concerning the teacher's or administrator's performance, the Deputy Counsel, Administrative Trials Unit ("ATU") of the Office of Legal Services *must* be consulted (212-374-6888).

\_\_\_\_\_ Senior Field Counsel was consulted on \_\_\_\_\_  
Date

\_\_\_\_\_ Upon consultation, a letter to file was recommended. \_\_\_\_\_  
Date

\_\_\_\_\_ Upon consultation, a Technical Assistance Conference was scheduled for \_\_\_\_\_  
Date

\_\_\_\_\_ Upon consultation, other action was recommended \_\_\_\_\_  
Date



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**NON-TENURED PEDAGOGUES AND OTHER STAFF**

\_\_\_\_\_ The Senior Field Counsel was consulted on

\_\_\_\_\_  
Date

\_\_\_\_\_ Upon consultation, a letter to file was recommended.

\_\_\_\_\_  
Date

\_\_\_\_\_ Upon consultation, the staff member was terminated on

\_\_\_\_\_  
Date

\_\_\_\_\_ Upon consultation, other action was recommended

\_\_\_\_\_  
Date

\_\_\_\_\_  
Report Preparer's Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Report Preparer's Signature

\_\_\_\_\_  
Date Prepared